

# DENTAL ASSISTANT

*N- Not exposed to the task*  
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*2- Accomplished task with help*  
*3- Accomplished task to criteria*  
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## 1. Introduction to Dental Assistant

- 1.1 Identify the roles and responsibilities of team members
- 1.2 Identify the educational requirements and certification(s) of dental team members
- 1.3 Identify opportunities for employment in the dental field
- 1.4 Identify and list the functions of the professional organization(s) for the occupational area
- 1.5 Identify location of various types of dental fields
- 1.6 Follow a chain of command
- 1.7 Practice professional work habits
- 1.8 Comply with state regulations for occupational area
- 1.9 Locate OSHA poster(s) and MSDS(s) in clinical site
- 1.10 Identify OSHA regulations that pertain to clinical site
- 1.11 Identify biohazard labels
- 1.12 Identify different departments in a typical dental clinic
- 1.13 Apply ethical standards to the occupational area
- 1.14 Apply legal standards to the occupational area
- 1.15 Demonstrate confidentiality in the occupational area
- 1.16 Demonstrate various public relations and marketing techniques
- 1.17 Identify, define and use terminology specific to the occupation
- 1.18 Demonstrate effective stress management

## 2. Basic Office Procedures

- 2.1 Follow office etiquette
- 2.2 Demonstrate proper telephone techniques
- 2.3 Record phone messages
- 2.4 File client charts alphabetically
- 2.5 Communicate effectively with client
- 2.6 Manage clients with special needs
- 2.7 Communicate effectively with team members
- 2.8 Record and update client health history
- 2.9 Schedule dental appointments
- 2.10 Maintain client records and accounts
- 2.11 Complete dental insurance forms
- 2.12 Maintain appointment book
- 2.13 Prepare bank deposit slips
- 2.14 Pull client files
- 2.15 Discuss and explain client dental coverage plans and the importance of identifying eligibility
- 2.16 Demonstrate assembling and maintaining of client treatment record
- 2.17 Prepare daily work schedule
- 2.18 Confirm dental appointments

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- 2.19 Remind patients of premedication requirements
- 2.20 Review broken appointment policy with patient
- 2.21 Establish financial arrangements with patients
- 2.22 Maintain accounts payable and accounts receivable
- 2.23 Use word processing software
- 2.24 Operate common dental software

### 3. Infection Control and Occupational Safety

- 3.1 Don and remove gloves
- 3.2 Don and remove mask
- 3.3 Don and remove gown
- 3.4 Process and sterilize instruments to specifications of the dental clinic
- 3.5 Maintain equipment asepsis
- 3.6 Bag instruments
- 3.7 Wrap instruments
- 3.8 Decontaminate the operatory
- 3.9 Maintain safe practice
- 3.10 Identify common PPE's for the DHCW
- 3.11 Prepare barriers in treatment room
- 3.12 Process and sterilize instruments to specifications of OSHA and ADA

#### 4. Basic Anatomy of the Oral Cavity

- 4.1 Identify teeth in oral cavity and on dental charts
- 4.2 Identify parts and tissues of a tooth
- 4.3 Identify tooth surfaces
- 4.4 Distinguish between primary and permanent teeth
- 4.5 Demonstrate brushing and flossing techniques

## 5. Operative Equipment and Procedures

- 5.1 Identify dental instruments and equipment
- 5.2 Describe importance of equipment maintenance and cost to dental office
- 5.3 Seat the dental client in preparation for treatment or examination
- 5.4 Dismiss the dental client after a treatment or examination
- 5.5 Prepare a tray for basic setup
- 5.6 Prepare a tray for amalgam restoration
- 5.7 Discuss amalgam composition
- 5.8 Demonstrate proper mixing and handling of amalgam
- 5.9 Demonstrate use of ketae-silver aesopian care
- 5.10 Prepare a tray for composite restoration
- 5.11 Prepare a tray for local anesthesia
- 5.12 Prepare the tray setup for a forceps extraction
- 5.13 Prepare the tray setup for placement of sutures

**DENTAL ASSISTANT continued**

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## 5. Operative Equipment and Procedures cont.

- 5.14 Provide prophylaxis procedure assistance
- 5.15 Provide rubber dam procedure assistance
- 5.16 Provide composite resin procedure assistance
- 5.17 Provide anesthetic procedure assistance
- 5.18 Demonstrate proper loading and unloading of anesthetic syringe
- 5.19 Demonstrate proper passing technique for topical/local anesthetic
- 5.20 Provide fluoride procedure assistance
- 5.21 Discuss systemic versus topical fluorides
- 5.22 Provide simple extraction procedure assistance
- 5.23 Provide sealant procedure assistance
- 5.24 Discuss reasons for sealants; teeth surfaces most likely to be sealed, post-op instructions and light-cured versus self-cured sealants
- 5.25 Prepare tray for sealant application
- 5.26 Provide temporary cementation procedure assistance
- 5.27 Provide oral examination procedure assistance
- 5.28 Discuss these three types of oral examination procedure
- 5.29 Maintain operative field
- 5.30 Demonstrate instrument transfer using standard techniques
- 5.31 Demonstrate chairside assisting position
- 5.32 Demonstrate preparation of the treatment area
- 5.33 Provide crown or bridge cementation assistance
- 5.34 Discuss types of prosthesis commonly used for crown or bridge
- 5.35 Identify types of permanent cement
- 5.36 Demonstrate preparation of dental liners and cements
- 5.37 Discuss factors that affect setting time of liners and cements
- 5.38 Provide oral health care instructions
- 5.39 Define oral pathology and dental caries
- 5.40 Demonstrate preparation, manipulation and construction of acrylic custom tray

## 6. Dental Radiology

- 6.1 Prepare the darkroom for developing radiographs including preparing solutions
- 6.2 Process radiographs manually
- 6.3 Process radiographs in an automatic processor
- 6.4 Mount a Complete Radiographic Survey (CRS)
- 6.5 Follow infection control techniques during dental radiography procedures
- 6.6 Identify radiation safety measures
- 6.7 Demonstrate use of lead apron and thyroid collar

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- 6.8 Identify methods to protect operator and client when exposing radiographs
- 6.9 Explain the maximum dose for a worker and the public
- 6.10 Explain the amount of radiation a client receives when having a complete mouth x-ray series
- 6.11 Explain radiation exposure effects
- 6.12 Identify radiographic film sensitive elements
- 6.13 Describe improper film reading
- 6.14 Explain film storage criteria
- 6.15 Define and describe solutions used for radiograph processing
- 6.16 Demonstrate proper opening of film packets, hanger placement and labeling
- 6.17 Demonstrate care and maintenance of manual tanks and automatic processor
- 6.18 Evaluate radiographs for clinical acceptance and exposure and processing errors
- 6.19 Identify bitewing, periapical, panoramic, cephalometric and occlusal radiographs

## 7. Basic Laboratory Procedures

- 7.1 Identify cleanup procedures to be followed in the lab
- 7.2 Identify basic lab equipment and their functions
- 7.3 Follow safety precautions when working around lab equipment
- 7.4 Take alginate impression
- 7.5 Pour alginate impression
- 7.6 Prepare study models
- 7.7 Perform denture appliance repairs
- 7.8 Monitor patient lab cases
- 7.9 Make custom trays
- 7.10 Polish metal and plastics
- 7.11 Make mouthguards

## 8. Clinical Application

- 8.1 Identify principals of four handed dentistry
- 8.2 Prepare final impression materials
- 8.3 Prepare bite registration materials
- 8.4 Record clinical data
- 8.5 Obtain vital signs
- 8.6 Chart clinical conditions for patients